

Dismissal Procedures

PLEASE FOLLOW THE DISMISSAL PLAN BELOW:

- Each student will be assigned a specific, color-coded number representing the student's dismissal time. **Student numbers will be provided on Wednesday, August 17th at the Student Walk-Through.**
- When entering the dismissal line, your student's number/color must be clearly displayed. It is imperative that you are at the school at your assigned time.
- Enter the carpool line from Melbourne onto Midland into the "loading zone". Once in the loading zone, form lines parallel to the back of the building.
- Your child's number will be called and your child will be promptly escorted to your vehicle.
- When all vehicles in the loading zone are safely loaded, the traffic director will motion for line one to exit onto Midland Avenue. Line two will follow.
- As vehicles exit, new cars will pull into the loading zone.

The following guidelines will help us succeed in executing a safe and swift departure:

- Any unavoidable exceptions must be called into the office by **2:30 PM** so alternate arrangements can be made. Please remember: **If a child is going home with someone other than the individuals listed on the enrollment card, written permission is required from the parent.**
- Students utilizing the TARC bus service, students walking home from school or students riding bikes must have a signed parent permission/school waiver form on file in the school office before the student can be allowed to leave school grounds.
- Vehicles arriving prior to designated pick up time will be asked to circle around until their color is posted.
- For the safety of all involved, foot traffic must be limited to the front of the building.
- At 3:20 PM all remaining students will be escorted to the front computer room entrance where they will need to be picked up. At 3:30 PM they will go to the front office.
- Students who need to remain at school past 3:30 PM on a daily basis may be enrolled in the Afterschool Care Program. Arrangements can be made with the school office.